

Chapter 6 – Extension Screen Basics

1. Consolidated Item View
2. Setting Up Screen Views
3. Setting Up Extension Views
4. Setting Unit Price Group Defaults
5. Adding an Item

1. Consolidated Item View

- 1) The Consolidated View is the default view on the Extension Screen.
- 2) There are 30 columns of data in the default view, 22 of the columns are editable. The yellow cells CAN NOT be edited. They may be edited elsewhere, but not on the Extension Screen.
- 3) You can change the quantity of any item by double clicking on the item to display the expanded view. Items taken off in the Fixtures, Heating, Distribution libraries, the quantities can not be changed. They may be changed in the specific designation libraries.
- 4) Red cells indicate missing values of material and / or labor.
- 5) Any changes to any values will be indicated by changing to BLUE in color.

Consolidated View

	Description	Quantity	Trade P...	Disc %	Link Price	Net Cost	Total Material	Labor	U...	Lab Adj %	Total Hours
1	3/4" CONDUIT - EMT	50,000	101.50	C	66.00	34.51	17,255.00	5.28	C		2,640.00
2	3/4" CONN SS STL - EMT	2	68.35	C	20.00	54.68	1.09	15.00	C		0.30
3	3/4" COUPLING SS STL - EMT	6,250	84.06	C	20.00	67.25	4,203.13		C		
4	1 1/2" CONDUIT - RMC - GALV	2,000	713.57		55.00	321.11	6,422.20	11.00			220.00
5	3/4" MINERALLAC STRAP	6,250	42.92	C		42.92	2,682.50	9.00	C		562.50
6	#12 THHN BLACK	165,000	307.52	M	70.00	92.25	15,221.25	7.73	M		1,274.63
7	#12 THHN GREEN	55,000	307.52	M	63.00	113.78	6,257.90	7.73	M		424.88

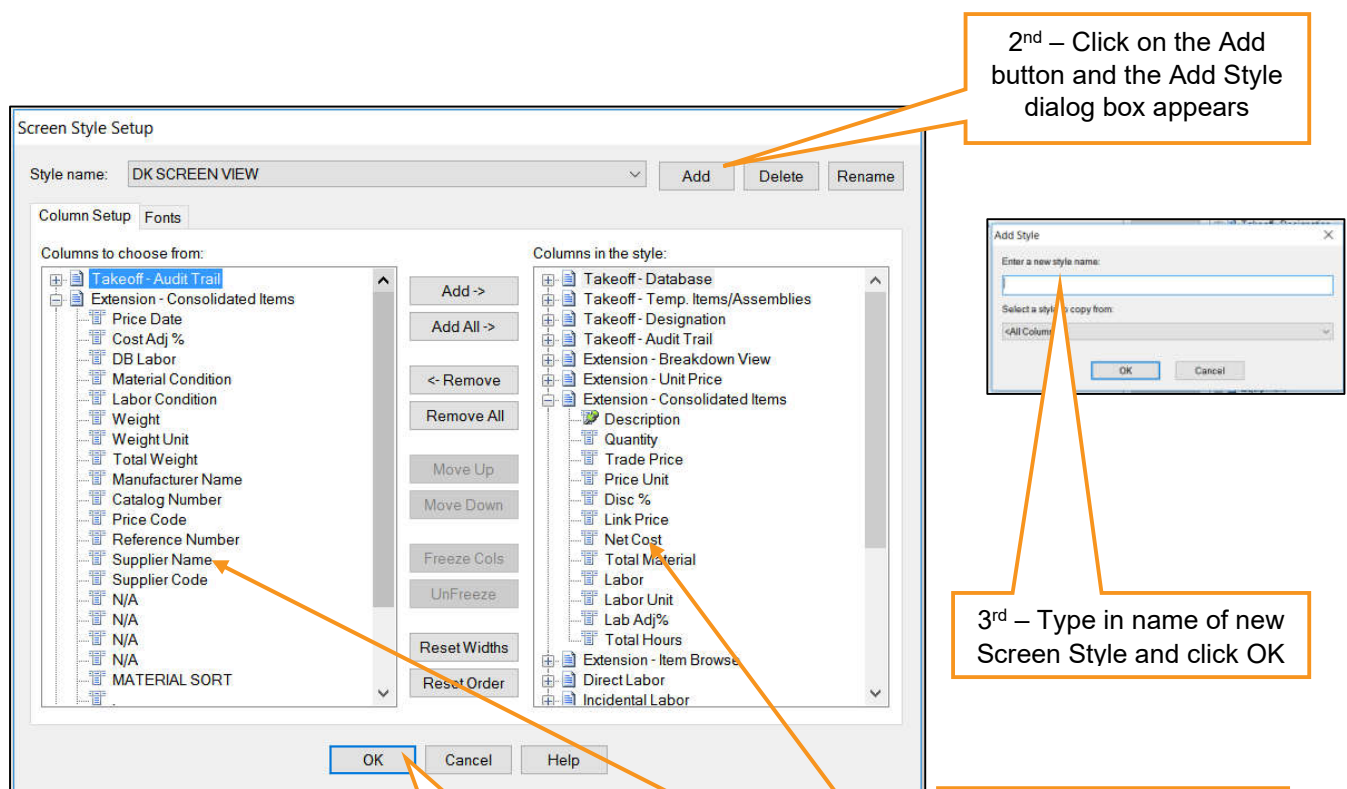
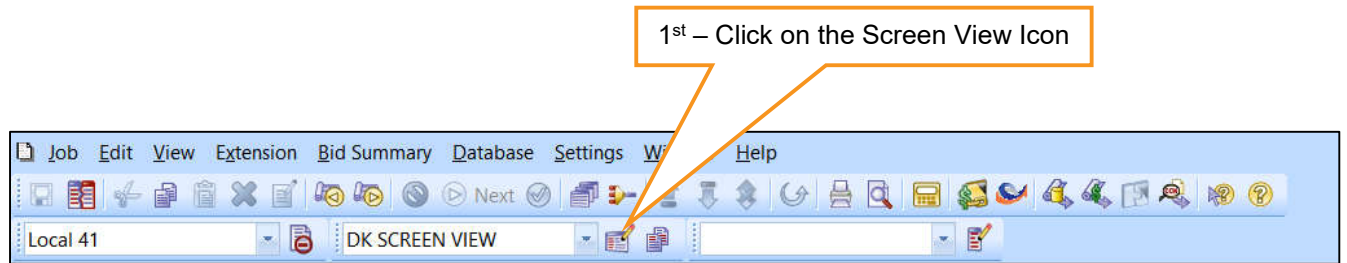
You can double click on an item and you can view the detail of take-off entries.

Expanded View

	Description	Quantity	Job	Drawing	Area	Phase	System	Bid Item	Lab Fact	
1	1 1/2" CONDUIT - RMC - GALV	1,000	98765	ACCI	E-1	BUILDING A	1ST FLOOR	LIGHTING	BASE BID	STANDARD
2	1 1/2" CONDUIT - RMC - GALV	1,000	98765	ACCI	E-1	BUILDING A	1ST FLOOR	LIGHTING	BASE BID	BRANCH EXPOSED @ 40'

2. Setting Up Screen Views

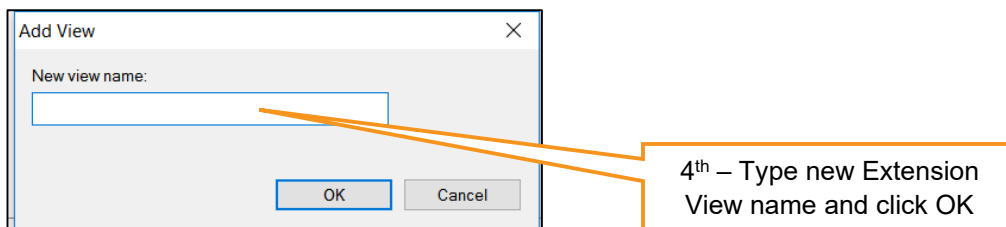
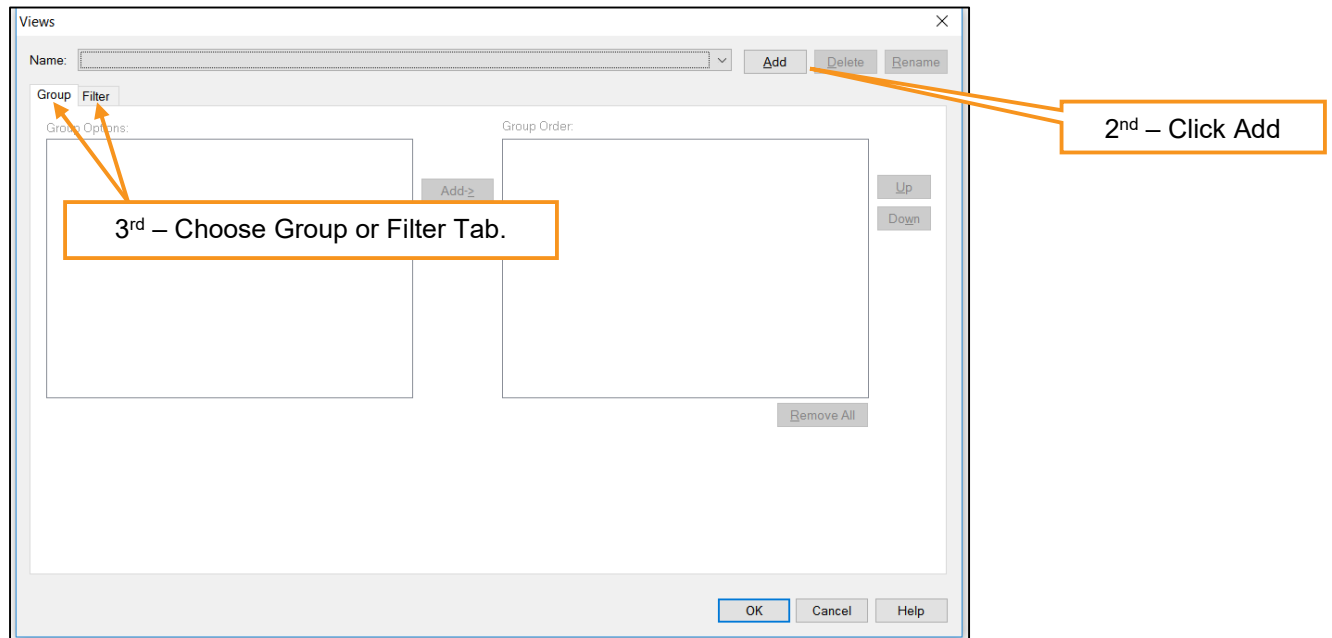
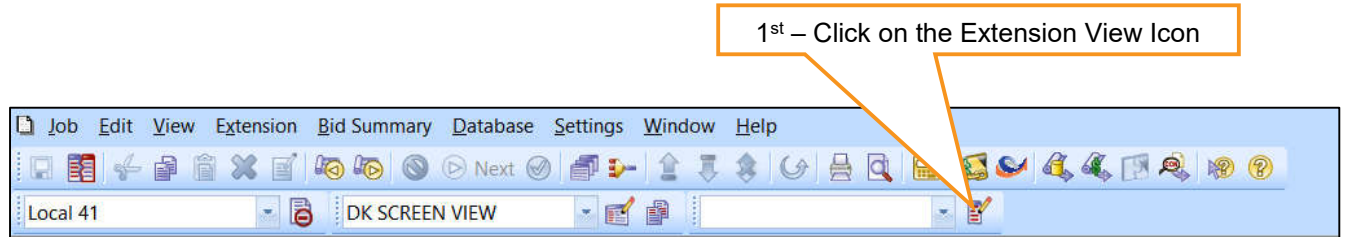
The screen view icon and the report view icon toggle. With the screen view icon on the left, click on the screen view icon.



You can also change the order of the columns in the newly created Screen View by clicking the Move Up or Move Down buttons in the center of the Screen Style Setup dialog box. The screen components can be modified on all screens shown in the “Columns in the Style” dialog box.

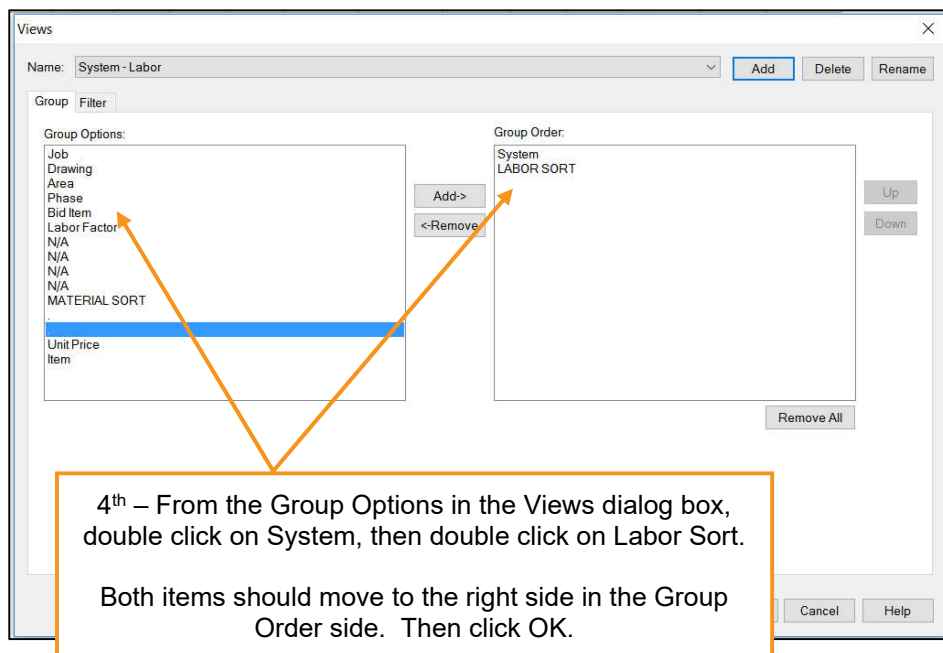
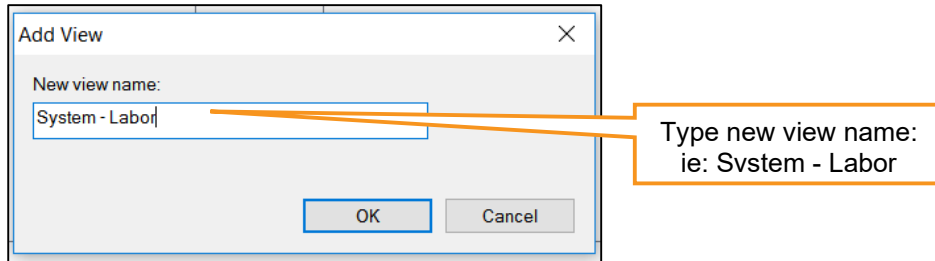
3. Setting Up Extension Views

Click on the Extension View Icon and the Extension View dialog box appears. Extension Views can be set up for the Grouping feature or a Filter.



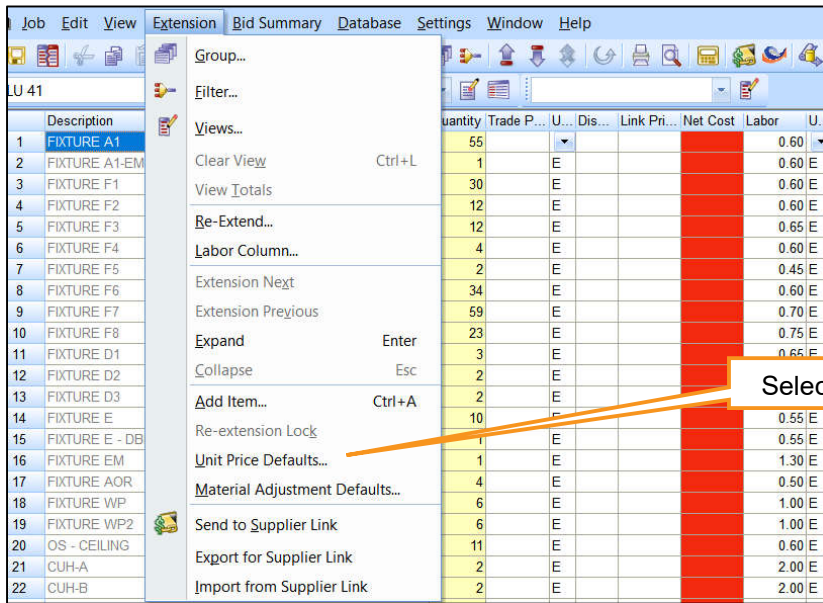
Let's create a view for SYSTEM - LABOR SORT

1. Click on Extension View Icon
2. on the toolbar.
3. Click the Add button.
4. Enter new of new Extension View.
5. From the Group Options in the Views dialog box, double click on System, then double click on Labor Sort. Both items should move to the right side in the Group Order side.
6. Then click, OK.



4. Setting Unit Price Group Defaults

From the Extension Menu, select the Unit Price Defaults option.



The Unit Price Defaults Values dialog box appears. Enter in the desired values.

The dialog box titled 'Unit Price Default Values' contains the following fields and options:

- Tax %: []
- Labor Rate: [0]
- Small Tools: % of Labor \$ [0]
 \$ per Labor Hr [0]
- Expense %: [0]
- Markup %: [0]
- Other %: [0]

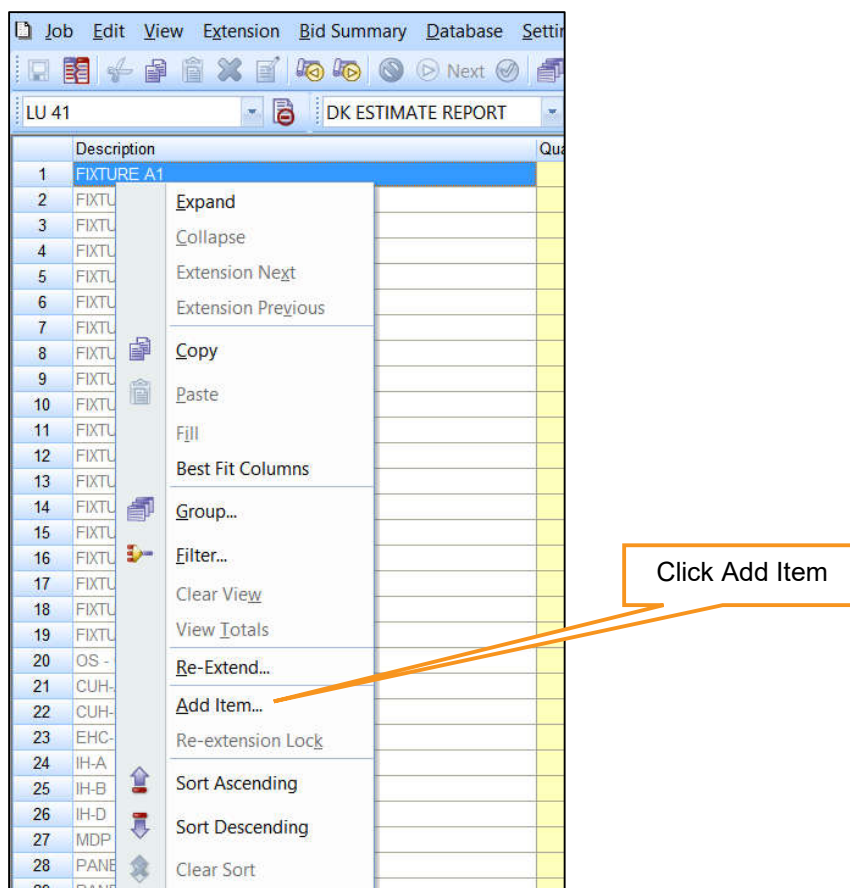
Buttons: OK, Cancel

5. Adding an Item

You can add an item at the Extension Screen without having to return to the Take-off Screen and create a Temporary item. This can be done right in the extension screen.

This can be done three ways.

1. From the Extension Menu, select Add Item.
2. With the extension screen in the consolidated view, right click and from the menu, select Add Item.



3. Hold down the CTRL key + A key at the same time and the Add Extension Item dialog box appears.

The screenshot shows the 'Add Extension Item' dialog box. It has a title bar with a close button (X). The dialog contains the following fields and controls:

- Description:** A text input field with an orange arrow pointing to it from a callout box labeled '1st – Enter description'.
- Quantity:** A text input field containing the number '1', with an orange arrow pointing to it from a callout box labeled '2nd – Enter quantity'.
- Buttons:** 'OK' and 'Cancel' buttons are located to the right of the input fields.
- Add to Breakdown:** A section containing six dropdown menus:
 - Drawing:** E201
 - Area:** BUILDING A
 - Phase:** FIRST FLOOR
 - System:** BRANCH
 - Bid Item:** UNIT PRICES
 - Lab. Factor:** STANDARDOrange arrows point from a callout box labeled '3rd – Select desired breakdown you want to assign the newly added take-off item' to each of these dropdown menus.

Your new item will appear last in your Extension Screen in the consolidated View.

1. Enter your material price.
2. Enter your labor unit.

NOTE: You will find your newly added item in your Temporary Item listing and it will appear in the appropriate Audit trail that you assigned it to.